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Chief, Plans and Policy Staff

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Chief, Intelligence School

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Instructor Workshops

Auth: DDA REG. 77/1763

Date: 060278 By: 023

1. I have asked the Intelligence School Chiefs to submit comments on your "Instructor Workshops" memorandum of 6 September. All have complied, and herewith is a summary of their suggestions mixed with a few of my own.

2. We feel that all personnel beginning an instructional tour with OTR should take the formal, 40-hour Instructor Training Course and that they should take the course as soon as possible after their EOD dates. In the course they should be given instruction in course planning, lesson planning, preparing and giving lectures, using visual aids and demonstrations, and evaluating student achievement. We suggest that in some of these skills areas the Chief Instructor of the course might call upon experienced instructors in the OTR Schools for part of the instruction. For example, either [redacted] could do an excellent job in the area of course planning; and [redacted] are experts in lesson planning; and [redacted] and I might contribute something in the area of lecturing skills. I am sure that the other Schools could furnish equal competence in the same and other areas.

3. Experienced OTR instructors would benefit more, we feel, from participation in the 'workshop' course. We are particularly interested in the application of role-playing, or simulation, techniques to our various substantive areas and in the development of the case-study method of instruction. These, we feel, are potentially profitable areas of exploration. Most of us have used the techniques to some degree, but none of us professes expertness. Although a discussion-group kind of exchange of ideas and experience would certainly be helpful, we feel that the workshops should be led by someone who has made a fairly thorough study of the techniques involved. For example, [redacted] has used the simulation technique in management training, but he doesn't feel that he is competent to lead a workshop devoted to role-playing and simulation. Perhaps there is someone in OTR who does have the competence, or perhaps someone should be assigned to acquire the competence. In any event, we feel that someone less blind should lead the more blind.

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4. Our participation in the workshops would be affected, of course, by the time-availability factor. Three of our instructional facilities are very tightly scheduled from now to July of 1961, and the other two have only scattered intervals between courses. We don't presume that workshops would be scheduled to suit our convenience alone, but perhaps our availability could be considered when they are scheduled.

5. If we can be of any further help in working out the program for the improvement of instructional techniques, please let us know. We'll be glad to give any support that we can.



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